



ST EDMUND'S
SCHOOL
CANTERBURY

Art Technician

Part-Time, Term Time Only
September 2022



DETAILS OF THE POST

Details about the post	
Grade	Pay range £18,919-20,808 pro rata
Type of post	Part-time, term time only
Hours	20 hours per week
Holiday	5 weeks pro rata to be taken during School holidays
Start Date	1 st September 2022
Post & Department	
Role	To provide a supportive role to the staff working within our Art department (Art, Photography, Ceramics). The Technician will play an active role in creating a working environment that is safe, well organised and efficient.
Department	The Art department is a thriving and dynamic place to work. Its optional courses are always well-subscribed. The department arranges annually a display of work that is open to parents, pupils, staff, local colleges and interested visitors, which is a public testament to the exceptionally high quality of work that is produced by pupils. Facilities consists of two art studios, a photography classroom with adjoining darkroom, one photography studio, a ceramics classroom with kiln room and two storage spaces. There are four art teachers in the department.
Responsibilities	The main responsibilities of this post include: <ul style="list-style-type: none"> • The maintenance of equipment within the department • To assist with completing orders, the checking of deliveries and the monitoring of stock levels • The preparation of materials and components for lessons • The setting up and packing down of equipment for lessons • To assist staff during lessons, working with students individually or in small groups, under the supervision of the class teacher • The preparation of teaching resources, including photocopying • To help in the task of keeping the studios safe and organised • To maintain health and safety records relating to tools, equipment, materials and substances used within the department • To assist with display and the exhibition of students' work • To assist with the monitoring of security within the building • Use of initiative to ensure a safe, well-organised and efficient working environment • Any other reasonable requests made by the Art teaching staff.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Art or Design related degree, qualification or equivalent experience 	
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Systematic, organised, tidy and methodical • Fully IT literate • Knowledgeable of safe usage, operation, serviceability, maintenance and correct application of a wide range of equipment, tools and materials. • Knowledge of art, design and photographic techniques/solutions. • Understanding of art and design in schools • To be a stickler for health and safety and to model/follow safe practices consistently 	<ul style="list-style-type: none"> • Exhibition curating and engagement with personal art practice. • Woodworking skills. • Framing and mounting of work. • Working with children – teaching experience.
Behaviours	<ul style="list-style-type: none"> • Good communication skills • Willingness to learn • Enjoy working to promote success for pupils • Patient and determined when students are struggling • To be proactive in all aspects • Strong team-player 	



CONDITIONS OF SERVICE

BENEFITS

Workplace pension, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme. Parking is free for all staff on the school site and lunch is offered free-of-charge for all staff during term time.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of application **9.00am Monday 20th June**, however early applications will be welcomed and interviews can be arranged prior to the deadline for suitable candidates. Applications should be emailed to recruitment@stedmunds.org.uk.

